

Section 9.1: Training & Monitoring for Sponsors with Multiple Sites and Owners of Multiple Single Sites

Federal regulations require the ADE/H&N to provide training and technical assistance to CACFP sponsors to facilitate effective Program operations, monitor progress toward achieving Program goals, and ensure compliance with civil rights requirements. The CACFP requires that sponsors with multiple sites and owners of multiple single sites provide adequate training annually for personnel who are involved in Program operations and to monitor Program compliance.

The ADE/H&N provides monthly workshops for new sponsors and for sponsors who require additional training or more information in Program administration and operation. New sponsors are required to attend all three tracks (Business Track, Nutrition Track, and Computer Track) of the CACFP training workshops before their application will be processed. The CACFP encourages existing sponsors to extend training opportunities to their staff who are responsible for Program operations. The workshops cover the application process, recordkeeping requirements, and menu planning for the CACFP. Information on CACFP workshop schedules may be obtained by calling the ADE/H&N Office, by checking the CACFP website at <http://www.ade.az.gov/health-safety/cnp/cacfp/>, or by going to <http://www.ade.az.gov/online/registration/SelectEvent.asp?viewall=yes&GroupID=56>.

Sponsoring organizations with multiple sites and owners of multiple single sites are required to conduct the following annually:

- **Training** – This training must be conducted every year for all personnel responsible for Program operations. Documentation of the date, location, and topics covered, as well as the attendance roster of the staff training must be maintained. Topics covered in the annual training must be related to CACFP administration or operation, food safety and sanitation, or nutrition. The workshops made available by the ADE/H&N may not be used to meet the annual training requirement. The following are the minimum required training topics:

Minimum Content Areas	Examples of training topics
Meal Pattern Requirements	<ul style="list-style-type: none"> • Child & infant meal patterns • Meal components • Portion sizes • Reimbursable meals • Creditable and no-creditable foods
Meal Count Documentation	<ul style="list-style-type: none"> • Meal counts separate from attendance • Point of service meal counts • Reimbursable meals
Record Keeping	<ul style="list-style-type: none"> • Daily attendance • Meal counts, menus and food production records • Special diet statement forms • Infant Production Worksheets
Claims Submission	Compare: <ul style="list-style-type: none"> • Point of service meal counts to summary • Menus to meal pattern
Reimbursement System	<ul style="list-style-type: none"> • Monthly claim submission dates • Monthly claim edit checks • Claim preparation • CACFP record retention
Civil Rights	<ul style="list-style-type: none"> • Program Availability • Complaint Procedures • Non-Discrimination Statement

- **Pre-approval visit** – For sponsors with more than one site, pre-approval visits must be conducted on sites for which a new application is made. Program information, Program benefits, and verification that the proposed food service does not exceed the capability of the child care facility must be discussed during such visit. Documentation must be maintained on file at the site. A copy of the *Child Care Monitor Evaluation Form* is available on the CACFP website at <http://www.ade.az.gov/health-safety/cnp/cacfp/child/>. For additional information see Chapter 3, Section 3.4 - Addition of New Sites.
- **Monitoring visits** – Site visits must be conducted to assess compliance with the meal patterns, recordkeeping, and other Program requirements. At least three reviews must be conducted every year at each site, provided one review is made during the first four weeks of Program operations and not more than six months elapses between reviews. At least two of the three visits must be unannounced and one of those unannounced visits must include a meal observation. It is a best practice to observe a meal during each review. Outside-school-hours centers are required to have six reviews each year for every site, provided one review is made during each center's first four weeks of Program operation and not more than three months elapse between reviews. A copy of the *Child Care Center Monitor Evaluation Form* is available on the CACFP website at <http://www.ade.az.gov/health-safety/cnp/cacfp/child/>.

A monitor should be someone who is NOT involved in the day-to-day operations, is NOT a member of the Board or advisory group, is NOT a parent, and is NOT a staff person involved in the food service operation. All staff involved with the CACFP must be trained in procedures and requirements of the Program prior to the beginning of Program operation and administration.

- Five-Day Reconciliations

Five Day Reconciliation Reviews are a part of the monitoring evaluation process. The purpose of the five-day Reconciliation Review is to determine whether meal counts are accurate prior to submitting your claims. It's important to remember that daily meal counts should never exceed daily attendance or the licensed capacity. Five-day Reconciliations are to be completed during each monitoring visit. If there are discrepancies between meal counts and attendance you'll need to ensure mistakes in meal counts are not claimed and documentation of corrective action is provided to address discrepancies with the staff.

- 7 CFR 226.16(d)(4)(ii) states that all reviews must examine meal counts recorded for five consecutive days during the current and/or prior claiming period.
- Sponsors and ADE will conduct five-day reconciliations (see next page for a copy of ADE's five-day reconciliation form followed by steps on how to complete).
Reconciliations:
 - Must be done at every monitoring visit.
 - May use a 10% sample to reduce workload by selecting a classroom, collecting that classroom's Point of Service Meal Count Sheet and sign in/sign out sheets for the children in the classroom selected.
- Review the most recent five consecutive days of meal counts for each approved meal type to ensure that meal counts do not exceed the number of participants in attendance on any day.

- Based on that comparison, reviewers will determine whether the meal counts were accurate.
- If there are no enrollment or attendance records (such as in emergency shelters), a more general review of the facility's meal counting and claiming procedures would be conducted without a five-day reconciliation.
- Remember that meal counts should never exceed licensed capacity or attendance [7 CFR 226.17(b)(4) and 226.18(e)].

ADE 5-Day Reconciliation Form

(For Multiple Site Sponsors and Multiple Single Center Participants)
(Not Applicable for Emergency Shelters)

Site Name: _____ CTD #: _____ - _____ - _____

Total Number of Participants **Enrolled** (based on claim): _____ **Licensed Capacity:** _____

Total Number of Participants **Claimed** (based on meal count summary):

	Meal	1 Day Before Date:	2 Days Before Date:	3 Days Before Date:	4 Days Before Date:	5 Days Before Date:
	Breakfast					
	AM Snack					
	Lunch					
	PM Snack					
	Dinner					
	Evening Snack					

Total Number of Participants in **Attendance** (based on sign in/sign out sheets):

Meal Service Times	Meal	1 Day Before Date:	2 Days Before Date:	3 Days Before Date:	4 Days Before Date:	5 Days Before Date:
	Breakfast					
	AM Snack					
	Lunch					
	PM Snack					
	Dinner					
	Evening Snack					

Compare the tables above. Are there any discrepancies between the numbers claimed and the numbers in attendance? ☐ Yes ☐ No If yes, determine whether an over or under claim occurred and provide details. In addition, list corrective action assigned to resolve issue: _____

How to complete the 5-Day Reconciliation Review Form:

STEP 1: Enter dates to be reconciled and meal service times:

TOTAL NUMBER OF PARTICIPANTS <u>CLAIMED</u> (BASED ON MEAL COUNTS FROM MEAL COUNT SUMMARY)						
	Meal	1 Day Before Date: 6/15	2 Days Before Date: 6/14	3 Days Before Date: 6/13	4 Days Before Date: 6/12	5 Days Before Date: 6/11
	Breakfast					
	AM Snack					
	Lunch					
	PM Snack					
	Eve Snack					

TOTAL NUMBER OF PARTICIPANTS IN <u>ATTENDANCE</u> (BASED ON SIGN IN/SIGN OUT SHEETS)						
	Meal	1 Day Before Date: 6/15	2 Days Before Date: 6/14	3 Days Before Date: 6/13	4 Days Before Date: 6/12	5 Days Before Date: 6/11
6:00 – 7:30 am	Breakfast					
9:00 – 9:30 am	AM Snack					
11:00 – 12:30 pm	Lunch					
N/A	PM Snack					
N/A	Eve Snack					

STEP 2: Enter number of meals claimed for each of the five days listed:

TOTAL NUMBER OF PARTICIPANTS <u>CLAIMED</u> (BASED ON MEAL COUNTS FROM MEAL COUNT SUMMARY)						
	Meal	1 Day Before Date: 6/15	2 Days Before Date: 6/14	3 Days Before Date: 6/13	4 Days Before Date: 6/12	5 Days Before Date: 6/11
	Breakfast	25	24	26	20	19
	AM Snack	28	24	26	18	17
	Lunch	24	24	25	18	20
	PM Snack					
	Eve Snack					

STEP 3: Enter the number of children in attendance during the listed meal times. This must be based on the sign in/out sheets:

TOTAL NUMBER OF PARTICIPANTS IN <u>ATTENDANCE</u> (BASED ON SIGN IN/SIGN OUT SHEETS)						
	Meal	1 Day Before Date: 6/15	2 Days Before Date: 6/14	3 Days Before Date: 6/13	4 Days Before Date: 6/12	5 Days Before Date: 6/11
6:00 – 7:30 am	Breakfast	25	24	26	20	19
9:00 – 9:30 am	AM Snack	28	24	26	18	18
11:00 – 12:30 pm	Lunch	24	24	25	18	19
N/A	PM Snack					
N/A	Eve Snack					

STEP 4: Compare the two tables and indicate if there are any discrepancies resulting in an over-claim:

TOTAL NUMBER OF PARTICIPANTS <u>CLAIMED</u> (BASED ON MEAL COUNTS FROM MEAL COUNT SUMMARY)						
	Meal	1 Day Before Date:6/15	2 Days Before Date:6/14	3 Days Before Date:6/13	4 Days Before Date:6/12	5 Days Before Date:6/11
	Breakfast	25	24	26	20	19
	AM Snack	28	24	26	18	17
	Lunch	24	24	25	18	20
	PM Snack					
	Eve Snack					

TOTAL NUMBER OF PARTICIPANTS IN <u>ATTENDANCE</u> (BASED ON SIGN IN/SIGN OUT SHEETS)						
Meal Service Times	Meal	1 Day Before Date: 6/15	2 Days Before Date: 6/14	3 Days Before Date: 6/13	4 Days Before Date: 6/12	5 Days Before Date: 6/11
6:00-7:30 am	Breakfast	25	24	26	20	19
9:00-9:30 am	AM Snack	28	24	26	18	17
11:00 - 12:30pm	Lunch	24	24	25	18	19
N/A	PM Snack					
N/A	Evening					

Compare the tables above. Are there any discrepancies between the numbers claimed and the numbers in attendance? ☐ Yes ☒ No. If Yes, determine whether an over or under claim occurred and provide details. In addition, list corrective action assigned to resolve issue. **In this example there is a discrepancy between the number of meals claimed and the number of children in attendance on 6/11. Claims will need to be adjusted on the “Meal Count Summary.”**